

# The Port Engineer's and Owner's Representative's Course

## 3-Day Training Program

### Comments from Prior Training Program Participants

“ *This is the first course I have been in that directly related to my job. The insight to other segments of the industry gained through this course will be invaluable to me and my organization.*—R.L., Major Ferry Operator

*‘Excellent training for port engineers with a few years of experience and less time in preparing specs.’— B.N., Major US Government Agency*

*‘I now have a better understanding of the inter-relationships between shipyards and their customers, and I am certain that any future dealings I have with shipyards will be more in my favor.’—H.P., Major Ferry Operator*

*‘Highly valuable training based on lessons learned from a broad cross section of the maritime industry.’—M.P., Port Engineer, Large US Fleet*

*‘For every dollar spent on the course, you immediately get back ten-fold, most of all in self-satisfaction; you have done a better job for your company.’—L.R.H., Port Engineer, Large US Fleet*

*‘Excellent Course! I immediately put into practice what I learned and obtained better results.’—J.F., Port Engineer, US Fleet Operator*

*‘Through this course I learned some ways to better manage reports and changes that are a part of drydock/dockside availabilities. I also brought back a list of info to look for in specs before releasing them.’—K.C., Major US Government Agency*

*‘Beneficial to all port engineers regardless of their experience level. I have definitely benefited from this course.’—G.J.R., Port Engineer, US Fleet Operator*

*‘Definitely a course that should be taken prior to undertaking a major project or multi-vessel project.’—W.C., Port Engineer, US Fleet Operator*”

#### **Team Training**

Team discounts available. Seven or more participants in your organization? Call and ask about scheduling the program in your facility. Inquire by e-mail.

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**Preparation of Specifications  
Ship Repair, Conversion and Construction**

- Defining the scope of work
- Identifying the required type specification
- Shipyard schedule and updates for workscope
- Support services provided by the contractor
- Environmentally-related services
- Contractor's engineering responsibilities
- Contractor's design responsibilities
- Identification of interferences
- Review of contractor's sketches & drawings
- Third-party approvals and inspections
- Use of "optional" and "conditional" items
- Most-probable vs most-definite workscope
- Identification of entire workscope for items
- Use of vendor's representatives
- Shipyard estimates of hours and materials
- Technical documentation requirements
- Common problems with specifications
- Content/form of owner furnished equipment
- Delivery of owner-furnished equipment
- Integration of owner-furnished equipment
- Condition reports for open and inspect items
- Orders to proceed from condition reports
- Identifying necessary tests and trials
- System and compartment close-outs
- Identifying hazardous materials on the ship
- Work performed by the crew & vendors
- Contractor's equipment selections
- Facilities & services for the owner's rep's
- Bid or pre-negotiated rates for services

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**Applying Principles of Contract Management to Daily Project Tasks**

- Foundation for success is in the workscope definition
- Contractor's obligation to ship check
- Significance of pre-contract communications
- Cancellation of basic workscope items
- Responsibility to identify interferences
- Rules of precedence between documents
- When regulations have precedence
- Disposal of hazardous materials
- Agenda items for project's kick-off meeting
- Transfer of custody and control of the ship
- Identification of all the PE's responsibilities
- Advance development of spreadsheets
- Monitoring schedule commitments
- Engineering responsibilities, dwg approvals
- Managing classification and regulatory items
- Managing OFE commitments
- Programmed vs random inspections
- Documenting the shipyard's deficient work
- Standards for approvals and rejections
- Progress payments and approval of them
- Reacting to shipyard's failure to achieve commitments
- When the owner fails to fulfill contract commitments
- Avoiding litigation if disputes arise
- Dealing with force majeure and vendor delays
- Measuring your's and shipyard's performance
- Timely receipt of all the deliverables
- Withholding payments for incomplete work
- Credits for deleted work at vessel delivery
- Vessel delivery with agreed-upon disputes
- Managing warranty issues, retainage funds

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**Shipyard Change Order Selection, Negotiation, Pricing and Scheduling**

- Examples of successful and other changes
- How timing affects the cost of changes
- Identification of real change in workscope
- Change work as a substitute for basic work
- Dealing with contractor-suggested changes
- Avoiding constructive change orders
- Multi-level change order authorization
- Engineering and procurement for changes
- Identification of all involved crafts
- Support services necessary for change work
- Obtaining advance pricing commitments
- Limiting direct-billing crafts for changes
- Identifying the non-obvious scope of work
- Credits when changes replace basic work
- Credits for canceled basic work items
- Shipyard's vs ship owner's estimates
- Overhead costs in changes
- Putting advance limits on negotiations
- Choosing a negotiator or negotiating team
- Identifying and neutralizing negotiating tactics
- Lead times and durations for change work
- Identifying schedule impacts of changes
- Determining delay entitlement for changes
- Getting change work on a competitive basis
- The shipyard's perspective on indirect costs
- When to allow indirect effects in pricing
- Avoiding letting OFE/GFE commitments cause a change
- Identifying when a change is mandatory
- Using the changes clause to advantage
- Use of THE CHECK LIST before making commitments